



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT



ELECTRONIC REQUEST FOR QUOTE

ADOT SOLICITATION REFERENCE NUMBER: **T09-12-00014**
Commodity Code: **0910-0039**
Description: **Janitorial Services for the Lukeville Port of Entry Office**

DUE DATE: **October 22, 2008** **at 5:00 P.M. MST**
DATE POSTED: **October 2, 2008**

Submittal Location: Arizona Department of Transportation
Procurement Group
1739 W. Jackson Street, Suite A
Phoenix, Arizona 85007

REPLY TO: FAX: (602) 712-8647

Responsible Procurement Officer: Amir Sakhi Phone: (602) 712-8584
Email: asakhi@azdot.gov

PROCUREMENTS LESS THAN \$50,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.

"An Equal Employment Opportunity Agency"

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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1.0 SCOPE OF WORK

Pursuant to the provisions of the Arizona Procurement Code, A.R.S. §41-2501 et seq., the Arizona Department of Transportation (ADOT) herein referred to as the Department intends to establish a term contract for **Janitorial Services for the Lukeville Port of Entry Office**.

The Contractor shall provide all the necessary personnel, cleaning supplies, paper products, and equipment to clean the specified building in accordance with the contract requirements.

1.1 **WORK LOCATIONS**

NOTE: All square footage (sq. ft.) is approximate. Contractor shall be responsible for correct square footage measurements.

Lukeville Port of Entry Office

HWY 85, MP81

Lukeville, Arizona 85341

Employees:	4 daily
Visitors:	15 daily
Restrooms:	None
Carpet Square footage:	None
VCT Tile:	960 sq. ft.
Total Square footage:	985 sq. ft.
Site Coordinator:	Charmaine Gonzalez (520) 387-6942

Janitorial services are to be performed two (2) nights per week, on Monday and Thursday between the hours of 6:00 P.M. to 5:00 A.M., excluding holidays.

1.2 **WORK SCHEDULE**

In the event that the normal day to clean is a State holiday, the Contractor shall perform the service on the working day PRIOR to the holiday.

The Contractor shall adhere to the approved work schedule submitted to the Procurement Officer and shall complete all routine work during the calendar week in which it is scheduled unless circumstances occur which are beyond the control of the Contractor. All scheduled work NOT completed during the week scheduled shall be reported to the Department in writing on the first workday of the following week. The report shall include an explanation of WHY the work was not completed and plans for getting the work back on schedule. If the Contractor falls behind schedule at any time, additional workers shall be assigned at no additional cost to the Department until the work is back on schedule.

Note: The Contractor SHALL submit a Master Calendar (12 month Calendar) for work to be performed on the monthly and quarterly services. This master calendar will furnish the exact dates and specific work to be performed at that scheduled time. The master calendar SHALL be supplied to each location and approved by each Site Coordinator.

1.3 **REQUIRED DAILY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING.** *Daily is defined as any day a location is serviced. For example, if a location is serviced once a week, all daily services shall be completed that day.*

Sweep all floors, to include under desks, tables, entrances, stairwells, stairways, outside stairways, steps and porches. Shake out or vacuum all entrance/exit mats. Moveable items shall be moved and the contractor shall sweep underneath moveable items and return to original position.

Damp mop all floors and use disinfectant/germicidal solution on all accessible areas, including underneath desks, tables, stairwells, stairways, along all baseboards, corners and abutments. Moveable

items shall be moved and the contractor shall mop underneath moveable items and return to original position.

Thoroughly clean all glass partitions, building entry/exit doors, all glass/plexi-glass furniture surfaces, interior/exterior glass doors.

Spot clean to remove smudges, fingerprints, marks and streaks from washable surfaces light switches, doorframes, railings, walls, partitions, doors and fixtures.

Clean and sanitize telephones with germicidal detergent.

Empty, clean, and damp wipe all cigarette urns and ashtrays, if applicable. (Refill with sand as needed).

Empty and clean all wastebaskets. Replace plastic liners, as necessary. Return all baskets to proper positions. All trash shall be removed from the building and emptied into the outside dumpsters. Wastebaskets are not to be removed from any complex.

Empty all recyclable wastebasket contents (white and computer paper only). Recycle paper shall be deposited in the outside recycle bin(s) as designated by the Site Coordinator(s). NOTE: Contents from the blue recyclable wastebaskets SHALL NOT contain shredded paper or cardboard.

Boxes, cans and papers placed near a trash receptacle marked "TRASH" shall be removed by the Contractor.

Clean, sanitize and polish all drinking fountains.

Clean and damp wipe all pencil sharpener containers.

Perform low dusting on all desks, chairs, file cabinets, and similar types of office furniture and equipment (typewriters, business machines and equipment of similar nature shall not be dusted by the Contractor)

Contractor is not to dust personal items (i.e. plants, pictures, etc.) Contractors are responsible for lobbies such as those found in an MVD office or Directors office. Contractor should consult with Site Coordinator regarding cleaning to be done in lobbies.

Break room/Employee lounge: Contractor shall clean and disinfect all sinks, trash receptacles, clean **outside** of microwave, refrigerator, and stove with an all purpose cleaner/glass cleaner to remove spills, food residue and fingerprints. All counter tops, furniture, and cabinets shall be cleaned with approved supplies.

1.4 REQUIRED WEEKLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING. *If a location is serviced once a week, all weekly services shall be completed that day.*

Sweep all sidewalks around facilities.

Spray buff all floors.

Perform low dusting of shelves, portable fans to include blades and protective screens, picture frames, hangings, wall ornaments, ledges, window sills, blinds, handrails and woodwork (such as baseboards) located at the low level of the office above 6 feet above the floor level.

Clean all interior wall glass windows, window walls and sidelights, display cases, directory boards, draft shields on windows, mirrors and adjacent trim.

Polish furniture surfaces that require polishing.

1.5 REQUIRED MONTHLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING

Perform high dusting (over 6 feet) such as tops of partitions, window ledges, door frames, high cabinet tops, light fixtures, ceiling fans, air duct vents and areas around air duct vents and grills, etc. Remove cobwebs from high corners.

Thoroughly vacuum all window blinds, drapes, and upholstered and non-upholstered furniture, including all chairs, sofas, and lobby and/or lounge furniture.

1.6 REQUIRED QUARTERLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING

Thoroughly clean all doors, walls, baseboards, ledges, countertops, partitions, light fixtures and heating/cooling vents.

Strip and wax all floors in accordance with floor care instruction, if applicable. Ceramic Tile shall be cleaned following the instructions on page 5, paragraph 1.11. Remove wax build up including corners and edges. Contractor shall remove floor finish solutions from baseboards, furniture, trash receptacles and other areas and items that have been splashed with floor finish solutions. All chairs, trash receptacles, and easily movable items shall be moved by vendor so as to clean underneath them and they shall be returned to their proper position when complete. It shall be the responsibility of the Contractor to use products and methods that insure a durable and lasting application when stripping and waxing the floors. The process that the Contractor will employ is subject to the review and approval of the Department. If the methods that are utilized subsequently fail to achieve the desired quality standards, the Department may require a more frequent schedule at an additional cost that would be based on the Extra Labor Hourly Rate unit bid prices. Use non-skid wax only on all floors.

Concrete floors shall be swept once every three months.

Thoroughly clean the outside of all file cabinets, desks, credenzas, bookshelves, and tables.

Clean interior and exterior windows. Remove and reattach all blinds, screens, or similar items as necessary to appropriate windows.

1.7 REQUIRED DAILY SERVICES – RESTROOMS. *Daily is defined as any day a location is serviced. For example, if a location is serviced once a week, all daily services shall be completed that day.*

Sweep all floors and wet mop with disinfectant/germicidal solution.

Refill all soap, toilet tissue, towel, seat cover, sanitary napkin/tampon dispensers, toilet and urinal bowl deodorizer, deodorant containers, spray deodorizers, urinal tablets, and waste receptacle liners, as needed. The Contractor shall provide ALL supplies. Adequate levels of all supplies are to be maintained at all times. At least one-half roll of toilet paper shall be in evidence on each spindle at all times.

Empty and wipe out all waste paper receptacles. Disinfect as needed. Replace plastic liners as needed. Return baskets to proper positions. All trash shall be removed from the building and emptied into the trash dumpster(s) available outside.

Clean all mirrors with glass cleaner.

Clean and polish all metal surfaces, dispensers and furniture.

Clean and disinfect all countertops, washbasins, toilet bowls, toilet seats, urinals, stalls, stall doors showers and tubs. Add chlorine tablets in all urinals, where applicable.

Disinfect underside and tops of toilet seats.

Wipe all walls and partitions clean of splashes, fingerprints, graffiti, smears, and dirt. Sweep floors and wet mop with germicidal solution. Chairs, trash receptacles and easily removable items shall be removed and swept under and returned to original position.

1.8 REQUIRED MONTHLY SERVICES – RESTROOMS

Pour bucket of water (with disinfectant solution) in floor drain, if required.

Clean underside of basins, including hardware, using stainless steel cleaner or metal polish.

Thoroughly clean all walls and toilet partitions with high-strength detergent.

Dust or vacuum all vents and areas around vents.

Buff all floors.

Descale all toilet bowls, urinals, showers, and tubs.

1.9 REQUIRED QUARTERLY SERVICES – RESTROOMS

Perform high dusting, vents, window ledges, high corners, light fixtures, etc. Remove cobwebs from high corners.

Strip and wax all floors. Ceramic Tile shall be cleaned following the instructions on page 5, paragraph 1.11.

1.10 ADDITIONAL SERVICES

Other cleaning and additional services shall be done as requested by the Department Site Coordinator(s). These services shall be paid for using the Extra Labor Rate unit bid prices.

1.11 SPECIAL INSTRUCTIONS REGARDING CERAMIC TILE

Do not acid clean.

Sweep or vacuum surface

Use tile and grout cleaner with clear water and apply to surface.

Allow solution to sit for three to five minutes.

Agitate with sponge or mop.

Mop up solutions.

Rinse mop and change cleaning solution at least every 500 sq ft.

Rinse thoroughly with clean water

Dry mop floor to remove moisture or pick up residue with a wet-vac.

Cleaners containing acid, vinegar, or bleach **SHALL NOT BE USED.**

1.12 EQUIPMENT AND SUPPLIES

The Contractor shall furnish ALL equipment, materials and cleaning supplies INCLUDING, but not limited to, toilet tissue, hand towels, toilet and urinal bowl deodorizers, spray deodorizers, hand soap, sanitary napkins/tampons, chlorine tablets, toilet seat liners, and waste receptacle liners necessary to properly

perform under this contract. Adequate levels of supplies are to be maintained at all times. At least one-half roll of toilet paper should be in evidence on each spindle at all times.

NOTE: Toilet paper requested per this contract is for a double ply. Recycled supplies shall not be used for any location.

All supplies and materials furnished by the Contractor are subject to prior approval by the Department. A list of all supplies and equipment to be used pursuant to this contract and the appropriate Material Safety Data Sheets (MSDS) shall be submitted to the Procurement Officer. On a quarterly basis the Contractor shall provide a quantified listing of all supplies and paper products used pursuant to this contract. This report shall be forwarded to the Procurement Officer and become part of the contract file.

Custodial supply areas will be available and shall be kept in a neat manner by the Contractor. The supply area and equipment shall be kept free of any offensive odor. All materials and supplies shall be stored in an orderly manner.

All equipment and supplies shall conform to **ALL** current Federal, State, local, EPA and OSHA rules and regulations.

The information stated in Paragraph 1.1, Work Locations, is provided as an estimated usage amount to assist you in your offer. It may not be an accurate account.

1.13 SUPERVISION

The Contractor shall provide the Department with the names and telephone numbers of a Job Manager or Working Supervisor. The Supervisor shall be responsible for the competent performance of all custodial services pursuant to this contract. The Job Manager shall make sufficient routine inspections to insure that all work is performed as specified. The names of all personnel to be used on this contract are to be provided to the Procurement Officer.

The Contractor shall make available to the Site Coordinators, pager/cell phone numbers of the Job Manager/Working Supervisor. It is the responsibility of the Contractor to be assured that all employees assigned to work are instructed in the operation of the alarm system. Contractor shall be charged for false alarms caused by Contractor employees.

1.14 INSPECTION

Custodial Checklists (Exhibit 2) shall be posted per the Site Coordinator(s). The checklist shall be used by the Contractor to check off all of the required tasks and note any comments. The checklist will be signed and dated by the Contractor (or a designated employee) on the day that it is completed. The Site Coordinator(s) will sign and date the checklist acknowledging he/she has reviewed the checklists. The Contractor shall provide the Custodial Checklists and Communication log to the Site Coordinator(s) at each location.

A minimum of every three months (or as needed) the Contractor shall be accompanied by a Site Coordinator(s) during the normal daytime work shift to complete the checklist. A copy of the checklist shall be forwarded to the Site Coordinator(s) and the Procurement Officer and will become part of the contract file.

A Communication Log (Exhibit 2) shall be posted at each location in a place specified by the Site Coordinator(s). The log shall be used to write down any discrepancies noted by the Site Coordinator(s). The Contractor shall read the log at the beginning of each workday and enter the date, his/her initials, and any comments when the discrepancy is remedied. The Site Coordinator(s) will initial and date their approval of the work.

In the event service performed is unsatisfactory or is **NOT** in accordance with the specifications the Contractor shall, upon notification by the Site Coordinator(s), cause the Department facilities to be serviced immediately without additional cost to the Department.

For failure by the Contractor to provide routine custodial service as specified by the contract, the Department may deduct the prorated share of the unclean areas from any payments due, based on the Contractor's daily rate quoted in the Bid Price Sheet. This provision is to be used **ONLY** after contacted by the Procurement Officer and/or Site Coordinator when the Contractor does not promptly correct the work or there are continuous, documented deficiencies in the Contractor's performance.

The Contractor shall post the approved monthly and quarterly work schedules at each location. Changes shall be in writing to the Site Coordinator(s) for prior approval, then posted.

All MSDS (Material Safety Data Sheets) shall be posted by the Contractor at each location in an agreed upon location by the Site Coordinator(s).

1.15 STANDARDS OF PERFORMANCE

These standards are minimum recommendations and do not replace or supersede the latest industry standards of material and equipment manufacturer's recommendations.

Dusting Standards

Dusting cloths and equipment used shall be clean. Dust cloths shall be treated to avoid scattering of dust. Hard rubbing shall be avoided as oil streaks may be left. Desks, file cabinets and bookcases shall be dusted without moving any papers, books, etc. Office equipment, such as typewriters, adding machines, computers and similar instruments shall not be dusted.

Surfaces shall be free from dust after dusting is completed. Dust shall be removed and not scattered around the room. No feather dusting.

Sweeping Standards

Resilient and wood floors shall be swept with a clean broom,

Concrete floors shall be swept with a bristle floor brush, with sweeping compound where applicable or treated mops if surface has been finished.

Floors shall show no dust or dirt streaks and no dust or dirt shall be left behind and under radiators, furniture, pipes, benches, work tables, doors, corners, or any other object that is not installed or securely fastened in place.

Baseboards, furniture and equipment shall not be disfigured or smeared by tools and materials used in performances of the work.

Gum and similar substances shall be removed from floors

Sweeping compounds shall not be used on "waxed" floors

Washing Standards

The detergent shall be a neutral detergent that will remove the dirt involved. Only small areas of floors shall be mopped, rinsed and dried at one time, and in such a manner that the least amount of water necessary to do the job is used. Water shall be left on floors just long enough to loosen the dirt. Wash

and rinse water shall be changed frequently. Floors shall be clean and free from film, mop streaks and scuff marks. Hard to reach places shall be washed by hand. Gum and similar substances shall be removed by hand.

Water seepage under baseboards, bumping baseboards, corners of furniture and splashing water on walls, baseboards or furniture shall not be permitted.

Buffing Standards

All buffing shall be to hard luster finish with disk-type floor machines

Carpet Cleaning Standards

All carpet areas shall be vacuumed as specified. All light furniture shall be moved for vacuuming and replaced in its original position taking care not to disturb work or projects.

Scrubbing and Stripping Standards

Scrubbing and stripping shall be performed using a disk-type floor machine equipped with driving assembly and using the proper cleaning scrubbing pad. A minimum amount of water containing a neutral detergent for washing or a stripping solution for stripping shall be used. Hard to reach places shall be done by hand with a scrubbing brush or pad. The Contractor shall not use any solution, equipment or pads that will damage floors.

Water seepage under baseboards, bumping baseboards, corners or furniture and splashing of water on walls, baseboards or furniture shall not be permitted.

Floor shall have all finish marks and substances of any kind removed.

Finish Standards (After Stripping)

Two coats of floor finish shall be applied with a clean applicator. The first coat shall be thoroughly dry, shall be buffed in accordance with manufacturer's instructions and "buffing standards".

No heavy accumulations of finish around walls, under furniture, radiators, etc., will be permitted. If accumulated, it shall be removed and the area refinished.

Any water, wax or finish splashed on furniture, office equipment, walls or baseboards shall be removed immediately.

Only non-skid wax may be applied on floors requiring waxing.

Toilet Room Cleaning Standards

Every toilet, urinal, lavatory, sink, fixture and floor shall be properly cleaned each day.

Toilet bowl exteriors shall be washed, disinfected and wiped clean. Toilet bowl interiors and undersides of rims shall be cleaned thoroughly with an acceptable toilet bowl cleaner. Toilet brush cleaning of interiors of toilet bowls shall include working brush as far into the trap as it will reach. Toilets shall be flushed after cleaning to rinse. Toilet seats shall be cleaned with germicidal detergent.

Urinal exteriors shall be washed, disinfected and wiped clean. Urinal interiors and underside of rims shall be cleaned thoroughly with a toilet brush cleanser. Urinals shall be flushed after cleaning to rinse.

Chrome-plated hardware shall be cleaned with a non-abrasive, non-acidic product manufactured for this type of work.

Toilet Room Floors - Washing

Washing shall be performed with suitable disinfectant cleanser, and ample solution shall be allowed to remain on the floor until all dirt has been loosened and where required, it shall be mopped with the heel of the mop, using enough pressure to remove stubborn dirt and scuffs. Care shall be taken to insure that all edges and corners have been cleaned. The washing solution shall be picked up or squeegeed to the drain and floor shall be thoroughly clear-water rinsed, disinfected and mopped dry.

No wax is to be applied to ceramic tile.

Toilet Room Mirrors & Shelves

Mirrors, shelves and miscellaneous fixtures shall be cleaned thoroughly, using non-abrasive cleaner.

Walls and Toilet Partitions

Walls and toilet partitions shall be spot washed with a neutral cleaner. Grout joints shall be scrubbed with a soft bristle brush. Cleaning solution shall be rinsed off and walls shall be dried to a high luster, free from streaks and soap film. No wax is to be applied to ceramic tile.

2.0 UNIFORM TERMS AND CONDITIONS

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Amir Sakhi at (602) 712-8584.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 TERM OF CONTRACT

The term of any resultant contract shall commence on the effective day of award and shall continue for a period of twelve months (12) thereafter unless terminated, cancelled or extended as otherwise provided herein.

The Department reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date. In addition, by mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to (48) months.

The Aggregate amount of this contract shall not exceed \$50,000.00.

3.2 CHANGES

The Department reserves the right to revise the delivery and schedule and make other changes within the Specification Requirements as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract.

3.3 BID EVALUATION

In accordance with the Arizona Procurement Code ARS §41-2535, awards shall be made to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set forth in this Electronic Request for Quote.

3.4 INVOICING

Upon satisfactory inspection and acceptance by the Department of the completed project(s), the contractor shall submit an invoice for payment to the address shown on the Department's purchase order.

All invoices shall contain the purchase order number, contract name and number, Contractor's name, address and phone number and the name of the Contractor's representative to contact concerning billing questions.

Invoices not sent to the proper address, as listed on the purchase order(s), or not containing the necessary and required information may delay payment to the contractor. A contractor whose payments are delayed due to improper invoicing shall make no claim against the Department or the State for late or finance charges.

The Department will make every effort to process payment for the services provided within thirty (30) calendar days after the Department has conducted the necessary reviews, and inspections as described herein. DELIVERY OF THE SERVICES PROVIDED TO THE DEPARTMENT DOES NOT CONSTITUTE ACCEPTANCE, THEREFORE, ONLY THE DEPARTMENT ACCEPTANCE DATE WILL BE A VALID DATE FOR STARTING THE THIRTY (30) CALENDAR DAY PAYMENT PERIOD.

3.5 PROMPT PAYMENT DISCOUNT

Prompt payment discounts of thirty (30) days or more set forth in an Offer shall be deducted from the offer for the purposes of evaluating that price (See Price Sheet, Attachment 2).

3.6 PRICE REDUCTION

A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.

3.7 PRICE ADJUSTMENT

The Department will review **fully documented** requests for price increase after any contract has been in effect for twelve (12) months. Fully documented means that the request shall present detailed information and calculations which makes it clear how the claimed increase has an impact on the contract unit prices. All assumptions regarding cost factors that have an impact on the requested increase shall also be clearly identified and justified. Any price increase adjustment will only be made at the time of contract extension and will be a factor in the extension review process. The Department will determine whether the requested price increase or an alternate option, is in the best interest of the State.

3.8 SAFETY STANDARDS

All items and services supplied under this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, the National Fire Protection Association Standards and the Department of Environmental Quality.

The Contractor shall comply with applicable laws and regulations governing safety, health and sanitation. Attention is directed to Federal, State, and local laws, rules, and regulations concerning construction safety and health standards. The Contractor shall not require any workers to work in surroundings or under conditions that are unsanitary, hazardous or dangerous to their health or safety.

The Department shall be notified immediately of any incidents or conditions relative to public health or safety.

3.9 VENDOR REGISTRATION

Prior to issuance of a Purchase Order and subsequent payment, the Contractor shall have a completed **Substitute W-9, Attachment 3** on file with the Department's Procurement Section. No payments shall be made until the form is on file. For questions regarding this form you may contact Bonnie Hartley at (602) 712-8520.

3.10 CONTRACT ADMINISTRATION

For information regarding the Uniform and Special Terms and Conditions, and Specifications referenced in this Solicitation contact:

Amir Sakhi, Procurement Officer
asakhi@azdot.gov or (602) 712-8584

Following award the Contractor shall contact the Procurement Group for guidance or direction in matters of contract interpretation or problems regarding the terms, conditions or scope of the contract. Only the Procurement Officer or his/her authorized designee is authorized to change or amend the specific terms, conditions or provisions of the agreement.

3.11 CANCELLATION FOR POSSESSION OF WEAPONS ON ADOT PROPERTY

This contract may be cancelled if contractor or any subcontractors or others in the employ or under the supervision of the contractor or subcontractors is found to be in possession of weapons.

Possession of weapons (firearms, explosive device, knife or blade of more than three inches, or any other instrument designed for lethal or disabling use) is prohibited on ADOT property pursuant to ADOT Policy, PER 6.04, "Weapons in the Workplace." Such property includes ADOT owned or leased office building, yards, parking lots, construction sites or state owned vehicles.

Further, if the contractor or any subcontractors or others in the employ or under the supervision of the contractors or subcontractors are asked by an ADOT official to leave the ADOT property, they are advised that failure to comply with such a request shall result in cancellation of the contract and anyone who refuses, whether armed or not, is subject to prosecution under A.R.S. § 13-1502, "Criminal trespass in the third degree; classification."

3.12 OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

3.13 FEDERAL IMMIGRATION AND NATIONALITY ACT

By entering into the Contract, the Contractor warrants compliance with Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of

Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download USCIS.GOV.

The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the State suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

3.14 INDEMNIFICATION CLAUSE

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

3.15 INSURANCE

The contractor shall furnish certificates similar to **Certificate of Insurance, Exhibit 1**, inclusive of the following requirements to the department. Certificate(s) shall be received within **five (5) calendar days of notification of tentative award** by the Procurement Officer and prior to contract execution.

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate \$1,000,000
- Products – Completed Operations Aggregate \$ 500,000
- Personal and Advertising Injury \$ 500,000
- Blanket Contractual Liability – Written and Oral \$ 500,000
- Fire Legal Liability \$ 25,000
- Each Occurrence \$ 500,000

- a. The policy shall be endorsed to include the following additional insured language: **“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.**
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$500,000

- a. The policy shall be endorsed to include the following additional insured language: **“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.**

3. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the

indemnification provisions of this Contract.

- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to Arizona Department of Transportation, Procurement Group, 1739 West Jackson Street, Suite A, Phoenix, AZ 85007, **ATTN: Amir Sakhi**, and shall be sent by certified mail, return receipt requested.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- All certificates required by this Contract shall be sent directly to Arizona Department of Transportation, Procurement Group, 1739 West Jackson Street, Suite A, Phoenix, AZ 85007, **ATTN: Amir Sakhi**.
- The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**
- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies **or** Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

3.16 **LICENSES, PERMITS, CERTIFICATIONS, FEES**

The Contractor shall at their expense, possess or obtain, and retain in force without any violations, complaints, or suspensions during the term of this contract, all licenses, permits, certifications, or fees and comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations and the acts, codes, orders, and decrees of any administrative bodies, councils, or tribunals in any manner affecting the performance of the solicited services herein.

The Contractor shall comply with the Social Security Act, Workers' Compensation laws, and Unemployment laws of the State of Arizona as well as all local, state, and federal legislation, rules, and regulations associated with maintenance and construction relevant to the Contractor's business.

3.17 EMPLOYEES OF THE CONTRACTOR

No one except authorized employees of the Contractor are allowed on the premises of the Department buildings. Contractor employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any person unless said person is an authorized employee of the Contractor. **Under no circumstances are minor children to be allowed on State property in the course of the Contractor's work schedule.**

All Contractor employees shall wear identification badges or uniforms at ALL times.

3.18 REMOVAL OF CONTRACTOR'S EMPLOYEES

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The Department may require that the Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the Department.

3.19 KEY PERSONNEL

It is essential that the Contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without the written concurrence of the Procurement Officer.

If one of the key personnel is unavailable for work under this contract for a continuous period exceeding 30 calendar days, or is expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Procurement Officer, and shall, subject to the concurrence of the Procurement Office, replace such personnel with personnel of substantially equal ability and qualification.

3.20 REFERENCES

Offerors shall provide, on the References, Attachment 4, references from at least three (3) organizations for whom janitorial services or equivalent service of similar size and scope have been provided for the past thirty-six (36) months.

3.21 FUEL SURCHARGE

Due to the unpredictability of the fuel market, under no circumstances will the Department accept any surcharges on the invoice for fuel.

4.0 UNIFORM INSTRUCTIONS TO OFFERORS

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Amir Sakhi at (602) 712-8584.

5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS

Bidders are strongly encouraged to visit the site location identified on Section 1, Specifications and carefully examine the proposed work and satisfy themselves as to the man-hours and conditions to be encountered in performing the work. Please contact the site coordinator listed in the solicitation to arrange an on site inspection. Submission of a bid is prima facie evidence that the Bidder has examined the work site, understands all work requirements and is aware of all conditions that might impact work performance

5.1 **SOLICITATION QUESTIONS**

All questions regarding this solicitation must be submitted in writing and directed to Amir Sakhi, Procurement Officer by e-mail asakhi@azdot.gov or fax number (602) 712-8647, **No later than October 15, 2008, 3:00 P.M. MST.**

5.2 **PREPARATION OF BID PACKAGE**

Complete and return all required information to the location indicated on the Electronic Request For Quote, page one (1) by the time indicated.

- **SIGNED OFFER & CONTRACT AWARD SHEET** (Attachment 1).
- **PRICE SHEET** (Attachment 2).
- **SUBSTITUTE W-9** (Attachment 3).
- **REFERENCES** (Attachment 4). Reference information must be complete and up to date.
- **NON-COLLUSION AFFIDAVIT** (Attachment 5). Must be signed and notarized.

Responses may be faxed to: (602) 712-8647, Attention: Amir Sakhi. Responses must be in writing and signed.

5.3 **PRICE SHEET (ATTACHMENT 2) RATE INFORMATION**

Bidders shall propose pricing for each line on **Attachment 2**.

Fixed Monthly Rate

The Fixed Monthly Rate for each Location shall include all necessary labor, equipment, and supplies to perform the services as stated within this ERQ. The rate for service for one (1) month shall be entered in the Unit Price Column. This amount shall be multiplied by the quantity twelve (12) shown on the Price Sheet to arrive at the price for this service that shall be entered in the Extended Price Column.

Fixed Quarterly Rate for Tile Floor Work

The Fixed Quarterly Rate shall be submitted as price per quarter. The rate for one (1) quarter shall be entered in the Unit Price Column and multiplied by the quantity four (4) on the Price Sheet to arrive at the Extended Price.

The Total For This Location

This total shall consist of the Extended Price for the Fixed Monthly Rate and Fixed Quarterly Rate for Tile Floor Work only.

Daily Rate

This rate shall be submitted for each location(s) bid. It will be used to deduct a prorated cost for failure to perform routine custodial service.

Rate for Extra Tile Floor Work

This rate shall be submitted as price per square foot.

Rate for Additions and/or Deletions

This rate shall be submitted as price per square foot for the services specified. It will be used to compute the *new monthly rate* if the building is renovated and has more or less square footage than previously. It may also be used to add any additional Locations within a 25 mile radius providing the same services, labor, equipment and supplies. **Therefore, the bid price per square foot should take into consideration ALL necessary labor, equipment, and supplies to perform the services/supplies to an additional location.**

Rate for Extra Labor Hourly Rate

This rate shall be submitted as price per hour and shall be used for additional work outside of the scope of the contract such as a special cleaning for a Grand Opening or additional cleaning due to adverse weather. The Contractor shall give the Site Coordinator(s) the number of hours to complete the requested work and use the Extra Labor Hourly Rate to compute the amount for billing purposes.

5.4 OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

5.5 FEDERAL IMMIGRATION AND NATIONALITY ACT

By signing the Offer the Offeror warrants that it and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Offeror shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish the statements to the Procurement Officer upon request.

STATE OF ARIZONA CERTIFICATE OF INSURANCE

STATE AGENCY/DEPT.: ARIZONA DEPARTMENT OF TRANSPORTATIONPROJECT TITLE: JANITORIAL SERVICES FOR THE LUKEVILLE PORT OF ENTRY OFFICECONTRACT NUMBER: T09-12-00014

PRODUCER	COMPANIES AFFORDING COVERAGE		CURRENT A.M. BEST RATING
	A		
	B		
	C		
INSURED	D		

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS (,000)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> PER PROJECT PRODUCT/COMPLETED OPERATIONS				GENERAL AGGREGATE PRODUCTS-COMP/OP AGG. PERSONAL & ADV. INJURY EACH OCCURRENCE FIRE DAMAGE(ANY ONE FIRE) MED.EXPENSE(ANY ONE PERSON)
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/>				COMBINED SINGLE LIMIT BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE
	PROFESSIONAL LIABILITY <input type="checkbox"/> TYPE _____ <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE				EACH OCCURRENCE AGGREGATE
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE AGGREGATE
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE
	BUILDERS RISK				
	OTHER:				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS:

STATE OF ARIZONA AND THE STATE AGENCY NAMED BELOW ARE ADDED AS ADDITIONAL INSUREDS. IT IS AGREED THAT COVERAGES AFFORDED UNDER THE POLICIES CERTIFIED IN THIS CERTIFICATE SHALL BE PRIMARY AND ANY INSURANCE OR SELF-INSURANCE PROGRAM CARRIED BY THE STATE OR ANY OF ITS AGENCIES, BOARDS, DEPARTMENTS OR COMMISSIONS SHALL BE EXCESS AND NOT CONTRIBUTORY INSURANCE TO THAT PROVIDED BY THE NAMED INSURED.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE STATE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE STATE. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

CERTIFICATE HOLDER / ADDITIONAL INSURED	AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY
State of Arizona Arizona Department of Transportation 1739 W. Jackson Street, Suite A MD 100P Phoenix, AZ 85007	_____ SIGNATURE DATE: _____

Put "X" when completed	DESCRIPTION
REQUIRED DAILY SERVICES	
OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING	
	Sweep all floors, to include under desks, tables, entrances, stairwells, stairways, outside stairways, steps and porches. Shake out or vacuum all mats.
	Damp mop all floors (i.e. VCT Tile, Ceramic, Tile, etc.) and use disinfectant/germicidal solution on all accessible areas, including underneath desks, tables, stairwells, stairways, along all baseboards, corners and abutments.
	Vacuum all carpeted areas to include along baseboards, corners and under desks. Clean all removable spots using dry foam on any soiled areas due to spillage or normal traffic.
	Machine buff high traffic areas.
	Thoroughly clean all glass partitions, bldg entry/exit doors, all glass/plexiglass furniture surfaces, interior/exterior glass doors.
	Spot clean to remove smudges, fingerprints, marks and streaks from washable surfaces.
	Empty, clean and damp wipe all cigarette urns and ashtrays if applicable. (refill with sand as needed)
	Clean & sanitize phones.
	Empty and clean all wastebaskets & recycle wastebaskets. Replace plastic liners as necessary.
	Remove all boxes, cans and papers placed near trash receptacles.
	Clean, sanitize and polish all drinking fountains.
	Empty, clean, damp wipe pencil sharpeners.
	Dust all furniture, artificial plants, equipment, walls (wipe off as necessary), door frames, cabinets, files, light fixtures, fans, air duct vents, and all cob webs.
	Clean Break room and/or Lounges: Clean & disinfect sinks, trash receptacle. Clean <u>outside</u> of microwave, refrigerator, and stove. Clean countertops, furniture and cabinets with approved supplies.
CONTRACTOR EMPLOYEE SIGNATURE	
DATE COMPLETED	
SITE COORDINATOR SIGNATURE	
DATE	

EXHIBIT 2

CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

Put "X" when completed	DESCRIPTION
REQUIRED WEEKLY SERVICES	
OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING	
	Sweep all sidewalks around facilities
	Spray buff all floors
	Perform low dusting of portable fans, window sills, baseboards, ledges, shelves, rungs, picture frames, hangings, wall ornaments, blinds, artificial plants/flowers, etc.
	Clean all interior wall glass windows, window walls and sidelights, display cases, directory boards, draft shields on windows, mirrors and adjacent trim
	Polish furniture surfaces that require polishing
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

CUSTODIAL CHECK LIST

Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

Put "X" when completed	DESCRIPTION
REQUIRED MONTHLY SERVICES OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING	
	Perform high dusting (over 6 feet) such as tops of partitions, window ledges, door frames, high cabinet tops, remove cobwebs from high corners, vents, light fixtures etc.
	Vacuum all window blinds, drapes, and upholstered furniture, include all chairs, sofas, and lobby and/or lounge furniture.
	CONTRACTOR EMPLOYEE SIGNATURE DATE COMPLETED
	SITE COORDINATOR SIGNATURE DATE

EXHIBIT 2 CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

Put "X" when completed	DESCRIPTION
REQUIRED QUARTERLY SERVICES	
OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING	
	Thoroughly clean all doors, walls, baseboards, ledges, counter tops, partitions, light fixtures and heating/cooling vents.
	Shampoo all carpets and mats.
	Strip and wax all floors. Use non-skid wax only, and buff. Ceramic Tile shall be cleaned following the instructions on page 6, paragraph 1.11.
	Thoroughly clean the outside of all file cabinets, desks, credenzas, bookshelves, and tables
	Clean interior and exterior windows – remove and reattach all blinds, screens or similar items as necessary to appropriate windows
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

<p>EXHIBIT 2 CUSTODIAL CHECK LIST</p>
<p>ARIZONA DEPARTMENT OF TRANSPORTATION Procurement 1739 West Jackson Street, Suite A MD 100P Phoenix, Arizona 85007-3276 Phone: (602) 712-7211</p>
<p>SOLICITATION NO. T09-12-00014</p>

Put "X" when completed	DESCRIPTION
REQUIRED DAILY SERVICES RESTROOMS	
	Re-fill all soap, toilet tissue, seat covers, sanitary napkin/tampon dispensers, toilet bowl deodorizer, deodorant containers, spray deodorizers, urinal bowl deodorizer, and waste receptacle liners, as needed.
	Empty and wipe out waste paper receptacles, and disinfect.
	Clean all mirrors with glass cleaner.
	Clean and polish all metal surfaces, dispensers and furniture.
	Clean and disinfect all countertops, washbasins, toilet bowls, toilet seats, urinals, and stalls, add chlorine tablets in all urinals, where applicable.
	Disinfect underside and tops of toilet seats.
	Wipe all walls and partitions clean of splashes, fingerprints, graffiti, smears, & dirt.
	Sweep and wet mop all floors with disinfectant/germicidal solution.
	Vacuum all carpeted areas.
	CONTRACTOR EMPLOYEE SIGNATURE DATE COMPLETED
	SITE COORDINATOR SIGNATURE DATE

EXHIBIT 2
CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

Put "X" when completed	DESCRIPTION
REQUIRED MONTHLY SERVICES	
RESTROOMS	
	Pour bucket of water with disinfectant solution in floor drain.
	Clean undersides of basins, including hardware, using stainless steel cleaner or metal polish.
	Thoroughly clean all walls and toilet partitions with high-strength detergent.
	Dust or vacuum all vents and areas around vents.
	Buff all floors.
	Descale all toilet bowls, urinals, showers, and tubs.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

**EXHIBIT 3
COMMUNICATION LOG**

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

DATE	TOPIC/SUBJECT	DATE COMPLETED	VENDOR INITIALS	S.C. INITIALS/ APPROVAL DATE

LOCATION:

ADOT COORDINATOR:

DATE:

**EXHIBIT 3
COMMUNICATION LOG**

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

OFFER AND CONTRACT AWARD

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street., Suite A, Mail Drop 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

**SOLICITATION NO. T09-12-00014****Submit this form with an original signature to the State.****OFFER**

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Arizona State Transaction Privilege Tax License Number
No.: _____

Federal Employer Identification
No.: _____

For clarification of this offer, contact:

Printed Name_____
Email Address_____
Offeror's (Company) Name_____
Address_____
Company Email Address_____
City State Zip_____
Signature of Person Authorized to Sign Offer_____
Phone_____
Printed Name_____
Date_____
Facsimile_____
Title**SMALL BUSINESS CERTIFICATION**

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than fifty thousand dollars (\$50,000.00) shall be restricted to small businesses in accordance with A.A.C. §41-2535.

Signature of Person Authorized to Certify Status as Small Business

In accordance with A.R.S. § 35-397, the offeror hereby certifies that the offeror does not have scrutinized business operations in Iran and/or Sudan.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. _____.

Janitorial Services for the Lukeville Port of Entry Office

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this _____ day of _____ 2008

Amir Sakhi

As Procurement Officer and not personally_

PRICE SHEET

MUST BE COMPLETED IN ACCORDANCE WITH SOLICITATION REQUIREMENTS AND SUBMITTED WITH OFFER

SOLICITATION NO. T09-12-00014**Janitorial Services for the Lukeville Port of Entry Office**

Bidders shall propose pricing for each line item of the location proposed. The Department will make an offer(s) and award(s) pursuant to, but not limited to, Uniform Instructions to Offerors, Paragraph F, Section 1.

ANY CORRECTION / WHITE OUTS SHALL BE INITIALED OR BID MAY BE SUBJECT TO REJECTION.

LOCATION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
----------	-----	------	------------	----------------

1. **Lukeville Port of Entry Office**

Fixed Monthly Rate	12	MO	\$ _____	\$ _____
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Fixed Qtrly Rate for Tile Floor Work	4	QTR	\$ _____	\$ _____
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TOTAL FOR THIS LOCATION

\$ _____

Additional Charges for any and/or all locations:

- | | |
|--|-----------------------|
| 2. Daily Rate | \$ _____ /Day |
| 3. Rate for Extra Tile Floor Work | \$ _____ /Square Foot |
| 4. Rate for Additions and/or Deletions | \$ _____ /Square Foot |
| 5. Rate for Extra Labor Hourly Rate | \$ _____ / Hour |

Company Name_____
Company Representative

IF PAYMENT IS MADE WITHIN _____ DAYS AFTER RECEIPT OF GOODS OR SERVICES, THE ABOVE QUOTED PRICE CAN BE DISCOUNTED BY _____%.

State of Arizona Substitute W-9 & Vendor Authorization Form



Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certification and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to a n Arizona state agency;

AND

3. You will receive payment from the State of Arizona.

Return completed form to the state agency with whom you do business, for review and authorization.

See instructions below or refer to the IRS instructions at www.irs.gov for details on completing this form.



● Type of Request (Must select at least ONE)		<input type="checkbox"/> Tax ID <input type="checkbox"/> Legal Name <input type="checkbox"/> Entity Type <input type="checkbox"/> Minority Business Indicator	
<input type="radio"/> New Request	<input type="radio"/> New Location (Additional Mail Code)	<input type="radio"/> Change (Select the type(s) of change from the following:	<input type="checkbox"/> Main Address <input type="checkbox"/> Remittance Address <input type="checkbox"/> Contact Information
● Taxpayer Identification Number (TIN) (Provide ONE Only)			
Social Security Number (SSN) - - OR Employer Identification Number (EIN) -			
● Entity Name Must Provide Legal Name (*Must match SSN or FEIN given. If Individual OR Sole Proprietorship enter First, Middle, Last Name.)			
Legal Name*			
● Entity Type Must select one of the following (Coding (X#) is for internal purposes only)			
<input type="radio"/> Individual/Sole Proprietor or Sole Proprietor organized as LLC, PLLC (61)		<input type="radio"/> State of Arizona employee (1E) STATE HRIS EIN	
<input type="radio"/> Corporation NOT providing health care, medical or legal services (5A)		<input type="radio"/> LLC, PLLC organized as corporation NOT providing health care medical or legal services (5A)	
<input type="radio"/> Corporation providing health care, medical or legal services (5M)		<input type="radio"/> LLC, PLLC organized as corporation providing health care medical or legal services (5M)	
<input type="radio"/> Partnership, LLP or Partnership organized as LLC or PLLC (5C)		<input type="radio"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)	
<input type="radio"/> An international organization or any of its agencies/instrumentalities (5U)		<input type="radio"/> Other: Tax Reportable Entity (5P) Description	
<input type="radio"/> The US or any or its political subdivisions or instrumentalities (2G)		<input type="radio"/> Other: Tax Exempt Entity (5H)	
● Minority Business Indicator Must select one of the following (Coding (X#) is for internal purposes only)			
<input type="radio"/> Small Business (01)		<input type="radio"/> Small, Woman Owned Business- Hispanic (31)	
<input type="radio"/> Small Business- African American (23)		<input type="radio"/> Small, Woman Owned Business- Native American (33)	
<input type="radio"/> Small Business- Asian (24)		<input type="radio"/> Small, Woman Owned Business- Other Minority (11)	
<input type="radio"/> Small Business- Hispanic (25)		<input type="radio"/> Woman Owned Business (03)	
<input type="radio"/> Small Business- Native American (27)		<input type="radio"/> Woman Owned Business- African American (17)	
<input type="radio"/> Small Business- Other Minority (05)		<input type="radio"/> Woman Owned Business- Asian (18)	
<input type="radio"/> Small, Woman Owned Business (06)		<input type="radio"/> Woman Owned Business- Hispanic (19)	
<input type="radio"/> Small, Woman Owned Business- African American (29)		<input type="radio"/> Woman Owned Business- Native American (21)	
<input type="radio"/> Small, Woman Owned Business- Asian (30)		<input type="radio"/> Woman Owned Business- Other Minority (08)	
<input type="radio"/> Minority Owned Business- African American (04)		<input type="radio"/> Minority Owned Business- Asian (32)	
<input type="radio"/> Minority Owned Business- Hispanic (74)		<input type="radio"/> Minority Owned Business- Native American (15)	
<input type="radio"/> Minority Owned Business- Other Minority (02)		<input type="radio"/> Non-Profit, IRC § 501(c) (88)	
<input type="radio"/> Non-Small, Non-Minority or Non-Woman Owned Business (00)		<input type="radio"/> Individual, Non-Business (00)	
● Main Address Where tax information and general correspondence is to be mailed		● Remittance Address Where payment is to be mailed <input type="checkbox"/> Same as Main	
DBA/Branch/Location		DBA/Branch/Location	
Address		Address	
City	State	City	State
Zip code		Zip code	
● Vendor Contact Information			
Name		Title	
Phone #	Ext.	Fax	Email
● Certification <input type="checkbox"/> Exempt from backup withholding			
1. Under Penalties of perjury, I certify that: 2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND 3. I am a U.S. person (including U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on you tax return. For real estate transaction, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. <u>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</u>			
Signature	Title	Date	

STATE OF ARIZONA AGENCY USE ONLY – Agency Authorization

VENDOR: DO NOT WRITE BELOW THIS LINE

State HRIS EIN				Print Name				Signature			
AGY		Title		Phone #		Email		Date			
STATE OF ARIZONA <u>GAO</u> USE ONLY						VENDOR & STATE AGNECY: DO NOT WRITE BELOW THIS LINE					
<input type="checkbox"/> IRS TIN Matching		<input type="checkbox"/> Corporation Commission		Vendor Number				Processed by			
<input type="checkbox"/> HRIS		<input type="checkbox"/> GAO-03		<input type="checkbox"/> Other				Date Processed			

GAO-W-9 Revised 04/2008

ATTACHMENT 4 REFERENCES

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

PLEASE LIST THE NAME, ADDRESS, CONTACT NAME, AND TELEPHONE AND FAX NUMBERS FOR THREE (3) ORGANIZATIONS FOR WHOM YOUR COMPANY HAS PROVIDED SERVICES OF A SIMILAR SIZE AND SCOPE WITHIN THE PAST 36 MONTHS. **These references will be checked, so please make sure all information is accurate and current.**

A. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

FAX NUMBER _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____

B. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

FAX NUMBER _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____

C. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

FAX NUMBER _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____

**ATTACHMENT 5
NON-COLLUSION AFFIDAVIT**

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement
1739 West Jackson, Suite A, MD 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T09-12-00014

NON-COLLUSION AFFIDAVIT

State of Arizona)
) ss
County of)

(Affiant)

the _____
(Title)

of _____
(Contractor)

the persons, corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

(Signature)

(Title)

Subscribed and sworn to before me this

_____ Day of _____, 20____

Signature of Notary Public in and for

the County of _____

State of _____